



DONATIONS TO YONKERS PARKS

Thank you for considering the Parks and Recreation Department for your donation. We look forward to working with you.

The City of Yonkers Parks, Recreation and Conservation Department provides the opportunity for members of our community to donate or dedicate trees, benches or other parks amenities within our park system. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established the following guidelines. The guidelines were developed based on research on the best practices of similar agencies nationwide, the needs and resource capabilities of the Parks, Recreation and Conservation Department and the desire of citizens to recognize loved ones through monetary contributions providing for specific lasting memorials. The Parks Department will provide the plaque and determine the size, shape, and material.

The Parks, Recreation and Conservation Department donation guidelines allow for several types of opportunities. We encourage citizens to contact the Department to discuss ideas for locations of trees, benches and other amenities, however final locations will be dependent on the needs of the department and planning processes already underway.

Donations made payable to the City of Yonkers may be tax deductible. (Please discuss with your tax advisor.)

Donations will be accepted in the following categories:

- **Tree Donations:** Donations will be accepted in the form of new or existing tree plantings in City Parks. A donor recognition plaque will be installed at the base of or on the tree when the tree is planted.
- **Bench and Other Park Amenity Donations:** Donations for new or existing park benches will be accepted depending upon the location. Whether existing or new, a donor recognition plaque will be installed on the bench or the base of the bench depending on the park and site conditions.
- **General Park and Program Donations:** Donations for general park and recreation purposes are accepted and encouraged.
- **New or Existing Statues, Fountains, Plazas, Gardens, etc.:** Donations of statues, fountains, plazas, gardens, etc. may be accepted under specific circumstances. The Department will determine location and whether existing amenities can be dedicated.
- **Park Naming Opportunities:** Naming of a park may be submitted under the Parks, Recreation and Conservation Department's Park Naming Policy.

General Park Donations

General donations gifted to the Parks, Recreation and Conservation Department will be acknowledged by a letter from the Parks Department. Funds generated by these donations will be used to best meet current needs of the Department as determined by the Commissioner. From time to time, the Department may be accepting donations for a specific project to benefit the Department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

New or Existing Statues, Fountains, Plazas, Gardens etc.: Donations which are large in scale are generally not encouraged. To the extent that projects of this nature are consistent with park planning processes they may be considered on a case-by-case basis. Donors may contact the Department to discuss their idea.

Park Naming Opportunities exist for naming of park sites within the park system as detailed in the Department's Park Naming Policy.

Yonkers Tree Program

The Yonkers Tree Program provides individuals and organizations with the opportunity to honor people and commemorate special events by planting trees in City Parks within the City of Yonkers.

Trees may be donated by individuals in memory of a loved one, or to celebrate special events such as the birth of a child, or to observe a wedding. Businesses may wish to dedicate a tree to an outstanding employee, a new building, or upon reaching certain milestones. Other organizations may want to dedicate a tree as a living asset to the surrounding community.

Yonkers extensive City Parks system is continually growing and trees are a great way to increase the beauty of our City and provide countless benefits to the community. Your contribution will be used to purchase trees to be planted in the Yonkers Parks system and the City Shade Tree Division personnel will care for the trees. Contributions for one or more trees are gratefully accepted.

Although, we accept requests year round, trees will only be planted in the Spring or Fall to give the trees the best chance of survival. Through communication between the City Arborist with final determination by the Department and the contributor, an approved species will be chosen based on the desired planting site. Deciduous trees will be at least 2 inches in diameter (approximately 10 to 12 feet tall) and evergreen trees will be 5 to 6 feet in height. Most trees cost \$175 but the price may vary due to species, size, and time of purchase. Labor costs will also have to be factored in.

Yonkers Tree Program contributors are always welcome to attend the tree planting. Please find attached more detailed guidelines on the tree and bench donation program. If you have any questions regarding the Yonkers Tree Program, please contact the Commissioner's Administrative Assistant at 914-377-6427.

Yonkers Park Bench Program

We invite you to participate in our Memorial Bench Program. The program provides an opportunity to commemorate a special person or occasion with the placement of a bench that enhances our community's parks. Please find attached more detailed guidelines on the tree and bench donation program. Contact the Commissioner's Administrative Assistant for more information and to discuss options at 914-377-6427.

Donation Requests

If you would like to request a donation form for your group or organization, please send a letter to:
Department of Parks, Recreation and Conservation

285 Nepperhan Avenue

Yonkers NY 10701

ATTN: Tree and Bench Donation Program or Email to: Yvette.hartsfield@yonkersny.gov



Tree and Bench Donation Program

The Parks, Recreation and Conservation Department of the City of Yonkers accept charitable donations to restore and improve Yonkers renowned open spaces. You may also request that your donation be utilized to improve a specific park at the time of your donation. Trees and benches make great gifts to both your beneficiary and your favorite park. Best of all, your donation helps support parks citywide!

Park Benches

Donations for park benches are accepted depending upon the location. A donor recognition plaque will be installed on the bench or at the base of the bench depending on the park and site conditions.

Park Trees

Donations may be made for trees in most Yonkers parks depending upon planting space available. A donor recognition plaque will be installed at the base of the tree when the tree is planted.

Park Donation Element	Neighborhood Parks	Flagship Parks*
New Park Bench	\$5,000	\$10,000
Existing Park Bench	\$1,500	\$ 3,000
New Park Tree	\$5,000	\$10,000
Existing Park Tree	\$1,500	\$ 3,000

**Flagship Parks are Untermeyer Park, Daylighting, City Hall Park, and the Esplanade.*

Tree and Bench Donation Program Policy *(Please read before signing on the reverse)*

1. This policy is designed to enable residents and park users to support Yonkers parks through a contribution. Contributions may be acknowledged by a plaque if desired. The plaque is symbolic of the donation does not entitle the donor to ownership of the particular donated element.
2. Donation applications will be due by January 1st for Summer installations and May 1st for Fall installation. Due to the unpredictability of weather and staffing demands, we cannot guarantee a specific installation date within a given season.
3. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.
4. A donation period will last 10 years. Within this time, the Department will replace, at no cost to the donor, a park tree or bench recognition plaque one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. New park trees will be replaced once within two years of the original planting date if deemed necessary by the Department.
5. After 10 years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated element and plaque may be removed or rededicated at any time.
6. The Department retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the Department will attempt to contact the donor to discuss alternative locations; the Department will make the final determination.
7. For new park trees, the donor may request a specific tree species and or planting location, but the Department will make the final determination.
8. The donor may select a bench from the existing undedicated park benches. A new bench may only be installed in a new location with the approval of the Department. Plaque location (bench-mounted or ground-mounted), will be determined by the Department.
9. A maximum of 2 lines of text and 30 characters per line is permitted on the bench-mounted plaque and 3 lines of text and 30 characters per line for ground-mounted tree bench plaques. Text is subject to the space approval of the Parks Commissioner design review staff
10. The recognition plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
11. No logos of any kind are permitted on plaques.
12. Only tree and bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the Department.
13. This policy does not supersede the regulations or ordinances of any City of Yonkers regulating authority.

End of Policy



Tree and Bench Donation Program Application

If you have any questions regarding the program, please call the Department of Parks, Recreation and Conservation at 914-377-6427. All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

1. Applicant Information

Name _____ Phone _____

Address _____ Fax _____

City, State, Zip _____ Email _____

2. Donation Information *(Please indicate the donation type – If tree, indicate desired tree species, DPRC will accommodate request if possible)*

☐ New Bench ☐ Existing Bench ☐ Existing Park Tree ☐ New Park Tree Tree Species: _____

3. Desired Location Information *(Indicate the desired location: Park name and neighborhood – or – Street address and neighborhood. If you have a specific existing tree or bench in mind, please include a photo and description of your selected element.)*

4. Donation Amount *(Please see the reverse side for the current donation levels)*

Neighborhood Park or Flagship Park \$ _____

5. Proposed Text for Plaque

(Maximum of 60 characters for bench plaques and 90 for tree plaques – reviewed for appropriateness and subject to approval)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																														
2																														
3																														

Line 3 for ground-mounted plaques only

6. Payment: Please make your check payable to:

The City of Yonkers Parks

7. Please return this form and your payment to:

Department of Parks, Recreation and Conservation
285 Nepperhan Avenue
Yonkers, NY 10701
ATTN: Tree & Bench Donation

8. I have read, fully understand, and agree to abide by the Tree and Bench Donation Program Policy (on reverse).

My signature below indicates that I have read this document in its entirety, and understand that:

A. The Department makes all final decisions, including but not limited to availability, bench location, bench style, tree location, and tree species.

B. All language used on recognition plaques is subject to approval.

C. All donated items are the property of The City of Yonkers Department of Parks, Recreation and Conservation, and will be maintained according to the Department policy and priorities.

D. At the end of the dedication period, the donated item will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: _____ Date: _____